

**602.1209 General duties of the state court administrator.**

The state court administrator shall:

1. Manage the judicial branch.
2. Administer funds appropriated to the judicial branch.
3. Authorize the filling of vacant court employee positions, review the qualifications of each person to be employed within the judicial branch, and assure that affirmative action goals are being met by the judicial branch. The state court administrator shall not approve the employment of a person when either the proposed terms and conditions of employment or the qualifications of the individual do not satisfy personnel policies of the judicial branch. The administrator shall implement the comparable worth directives issued under [section 602.1204, subsection 2](#) in all court employment decisions.
4. Supervise the employees of the supreme court and court of appeals, and the clerk of the supreme court.
5. Administer the judicial retirement system as provided in [article 9](#).
6. Collect and compile information and statistical data, and submit reports relating to judicial business, including juvenile court activities and other matters relating to the judicial branch.
7. Formulate and submit recommendations for improvement of the judicial system, with reference to the structure of the judicial branch and its organization and methods of operation, the selection, compensation, number, and tenure of judicial officers and court employees, and other matters as directed by the chief justice or the supreme court.
8. Call conferences of district court administrators as necessary in the administration of the judicial branch.
9. Provide a secretary and clerical services for the board of examiners of shorthand reporters under [article 3](#).
10. Act as executive secretary of the commission on judicial qualifications under [article 2](#).
11. Act as custodian of the bonds and oaths of office of judicial officers and court employees.
12. Issue vouchers for the payment of per diem and expenses from funds appropriated for purposes of [articles 2, 3, and 10](#).
13. Collect and account for fees paid to the board of examiners of shorthand reporters under [article 3](#).
14. Collect and account for fees paid to the board of bar examiners under [article 10](#).
15. Distribute notices of interest rates and changes to interest rates as required by [section 668.13, subsection 3](#).
16. Prescribe practices and procedures for the implementation of the preapplication screening assessment program referred to in [section 125.74](#).
17. Prescribe practices and procedures for the maintenance of electronic recordings and production of transcripts from electronic recordings referred to in [section 602.6405, subsection 4](#).
18. Carry out duties relating to the identification and service of jurors as provided in [chapter 607A](#).
19. Perform other duties as assigned by the supreme court, or the chief justice, or by law.

83 Acts, ch 186, §1209, 10201; 87 Acts, ch 157, §2; 89 Acts, ch 19, §2; 98 Acts, ch 1047, §40; 2012 Acts, ch 1079, §16; 2013 Acts, ch 130, §54; 2016 Acts, ch 1022, §1; 2017 Acts, ch 133, §4; 2018 Acts, ch 1165, §134

Referred to in §602.1215, 602.1402